# Importants Points From Excercises
English Textbooks {5-12}

Prepared by: Tousif Rehman

Class Five

- Some collective nouns and what they refer to

a herd of elephants
a plague of locusts
an army of ants
a fleet of ships
a herd of sheep

a litter of puppies
a pack of wolves
a team of players
a class of similar entities
a bunch of grapes

- Common Gender Nouns are used for both males and females, e.g: scientist, doctor, teacher, dancer, child, parent, friend, student, cousin, neighbour, nurse, baby, singer, artist, judge, leader, servant, worker, pupil, officer etc.
- Gendered equivalents are pairs of nouns that refer to the same role, relationship, or species, but distinguish male and female through different words. e.g boy-girl, man, woman etc.
- Pronoun-noun Agreement means that a pronoun must agree with its noun in number and gender. A singular pronoun must replace a singular noun, and a plural pronoun must replace a plural noun. Similarly, a masculine pronoun must replace a masculine noun and a feminine pronoun must replace a feminine noun.
- 'C' sound phonics: The letter 'c' has two sounds in a word. It is a soft 'c' when it sounds like an 's' e.g: place, face. And it is a hard 'c' when it sounds like a 'k' e.g: cake, cow.

Examples of soft 'c'	Examples of hard 'c'
race, mice, dice, trace, space, ice, cell, twice, once	record, cake, camel, crow, call, picnic, cart

- 'G' sound phonics: The letter 'g' also has two different sounds in a word. If it sounds like a 'j' and follows the pattern (ge, gi, gy), it is a soft 'g' e.g: gym, germ. And if it sounds like a 'g' and follows the pattern (ga, go, gu, gr), it is a hard 'g' e.g: gone, group.

Examples of soft 'g'	Examples of hard 'g'
bandage, cage, garbage, germ, general, gentle, orange, page	great, garbage, gram, dog, green, gush

- A list showing comparitives & Superlatives of Irregular Adj

good	better	best	well	better	best
little	less	least	bad	worse	worst
	—	—	ill	worse	worst
much	more	most	many	more	most
far	farther/further	farthest/furthest	old	older/elder	oldest/eldest
late	later	latest/last	fore	former	foremost
mid	middle	midmost/ middlemost	in	inner	innermost
out	outer	outermost	hind	hinder	hindmost
up	upper	uppermost	nigh	nearer	nearest/nighest

- A list showing adjectives with either er/est or more/most

polite	politer/more polite	politest/ most polite	simple	simpler/ more simple	simplest/ most simple
feeble	feebler/ more feeble	feeblest/ most feeble	gentlee	gentler/ more gentle	gentlest/ most gentle
narrow	narrower/ more narrow	narrowest/ most narrow	cruel	crueler/ more cruel	cruelest/ most cruel
common	commoner/ more common	commonest/ most common	handsome	handsomer/ more handsome	handsomest/ most handsome
pleasant	pleasanter/ more pleasant	pleasantest/ most pleasant	stupid	stupider/ more stupid	stupidest/ most stupid

- A list of important adjectives borrowed from Latin

interior	—	—	exterior	—	—
ulterior	—	—	major	—	—
minor	—	—	—	inferior	inferior most
	superior	superior most	? —	prior	prior most
—	anterior	anterior most	—	posterior	posterior most
—	senior	senior most	—	junior	junior most

- Modal verbs are usually used with another verb to express ideas such as possibility, necessity, permission, prohibition, doubt, probability and obligation.

Possibility/Impossibility	may, may not, can, cannot, should, should not
Permission	can, may
Instructions/Requests	can, may
Suggestions/Advice	should, may, can't
Obligation/Necessity	should, ought to

- Anagrams are sets of words having the same letters but in different order. e.g: tea- eat, ate, asleep-please, beard-bread, below-elbow, chain-China, cheap-peach, bleat-table
- Minimal pairs are words that are identical except for one sound. Mostly all the letters are same except one. e.g: butter-bitter-batter-better, coat-goat, hen-pen, house-mouse, lamp-lamb, cat-hat.
- Capitalization:

① Every sentence should begin with a capital letter.
- They are going to school.

② Proper nouns always begin with a capital letter.
- Akram, Lahore, The Indus River.

③ Names of languages begin with a capital letter
- English, Urdu, Sanskrit.

④ Names of days of the week and names of months.
- Sunday, Friday, January, July.

⑤ Names of nationalities and ethnic groups.
- Pakistanis, Chineses, Arabians.

- Simile is a figure of speech that compares two unlike things, introduced by words 'like' or 'as'.

Some important expressions containing simile are:

as green as grass
as cunning as a fox
as sweet as a pie
as alike as two peas in a pod
as bald as a coot
as bent as a bercow
as big as an elephant
as black as a chimney sweep
as black as coal/Pitch
as blind as a bat/mole
as bold as brass
as brave as a lion
as bright as a button/new pin
as busy as a bee/beaver
as busy as a cat on a hot tin roof
as calm as a millpond
as clear as a bell/crystal/day
as clean as a whistle
as clear as mud
as cold as ice
as common as dirt
as cool as a cucumber
as dead as a doornail/dodo
as deaf as a post
as different as chalk from cheese
as drunk as a lord
as dry as dust/a bone
as dull as dishwater
as easy as ABC/apple-pie
as flat as a pancake
as free as a bird
as fresh as a daisy
as gentle as a lamb
as good as gold
as happy as a lark
as hard as nails
as hot as hell
as hungry as a bear/wolf
as large as life
as light air/a feather
as mad as a hatter/hornet
as nutty as a fruitcake
as obstinate as a mule
as pale as death
as plain as day
as pure as driven snow
as quick as a wink/lightning
as quick as silver
as safe as houses
as scarce as hen's teeth
as sharp as a razor
as sick as a dog/a parrot
as silent as the dead/grave
as slippery as an eel
as slow as a snail/tortoise
as smooth as silk
as snug as a bug in a rug
as sober as a judge
as solid as a rock
as sound as a bell
as sour as vinegar
as steady as a rock

(next page)

- Syllable is a unit of pronunciation having one vowel sound with or without sorrounding consonants forming the whole or part of word.
  - A word having one vowel sound is a monosyllabic word e.g: cat, pen, show.
  - A word having two vowel sounds is a disyllabic word e.g: butter, drama.
  - A word having three vowel sounds is a trisyllabic word e.g: buttercup, dutiful.
- Pronunciation of the final -ed.

  There are three ways to pronounce the final -ed in words.

  ① When -ed comes after words whose last sound is voiceless 'f,k,p,s,x,ch,sh', it is pronounced as voiceless 't'. e.g: 'missed' is pronunced as 'mist' and 'kicked' is pronunced as 'kickt'.

  ② When -ed comes after words whose last sound is voiced 'b,g,i,m,n,r,z,u', it is pronounced voiced 'd'. e.g: 'climbed' is pronounced as 'climbd' and 'filled' is pronounced as 'filld'.

  ③ When -ed comes after words whose last sound is already 'd' or 't', it is pronounced as 'id'. e.g: 'gifted' is pronounced as 'giftid' and 'tested' is pronounced as 'testid'.
- Homophones are words which are similar in sounds but different in meanings and spellings ~~are called homophones~~. e.g: sell-cell, sail-sale, sea-see, dear-deer, ear-year, be-bee, wait-weight, site-cite-sight, there, their, they're.
- Homonyms are words that have same spellings and pronunciation but different in meanings. e.g: bat-bat, nail-nail, palm-palm, horn-horn, match-match.

Similes continued:

as stiff as a board
as strong as an ox
as sturdy as an oak
as tall as a giraffe
as timid as a rabbit
as tough as nails/old boots
as welcome as a skunk at a lawn party
as wise as Solomon/an owl

as straight as an arrow
as stubborn as a mule
as sure as death and taxes.
as thin as a rake
as tough as leather
as white as a ghost/sheet
as white as snow

Class Six

- Dictionary is a book that has a collection of words from a specific language, mostly in alphabetical order with the definition and the usage of those words.
- Thesaurus is a reference source that contains a classified list of synonyms with the related antonyms.
- Topic sentence is a sentence that suggests the main idea of a paragraph. Features of a topic sentence are:
  - particular words that reflect the main idea.
  - Descriptive verbs that give detail to the idea.
  - Modifiers (adjectives and adverbs) that provide the additional information.
- List of Uncountables nouns in English.

advice
news
information
furniture
luggage
work
business
weather

traffic
scenery
paper (writing material)
soap
bread
jewelry
junk

gold
iron
fruit
clothing
equipment
garbage
sunshine
smoke

fog
thunder
lightning
hair
food
hardware
machinery
mail

makeup
merchandise
money
cash
chage
postage
stuff
water

coffee
tea
blood
gasoline
ice
cheese
butter
meat

glass	paper	wood	cotton	wool	steam
air	oxygen	nitrogen	pollution	rice	chalk
corn	dist	dust	flour	glass	pepper
Salt	sand	sugar	wheat	beauty	courage
education	confidence	enjoyment	fun	happiness	health
help	honesty	luck	music	patience	justice
peace	pride	progress	recreation	sleep	truth
violence	wealth	significance	advice	information	evidence
proof	time	space	energy	homework	work
grammar	slang	vocabulary	Arabic	English	Urdu
Pashtu	Sanskrit	Greece	Saraiki	chemistry	history
engineering	literature	mathematics	psychology	baseball	soccer
tennis	chess	poker	bridge (game)	cricket	driving
studying	swimming	traveling	walking	weather	dew
hail	heat	humidity	rain	sleet	snow
wind	darkness	light	electricity	fire	gravity
[illegible] yogurt	public	violence	poetry	nature	toothpaste
stationery					

- Plurals of Nouns ending in -o :

Adding 's'

autos, ghettos, kangaroos, kilos, memos, photos, pianos, radios, solos, sopranos, studios, tattos, videos, zoos, dynamos, cantos, logos, ratios, quartos, stereos, intros, infos, outros, [illegible], banjos, avocados

Adding 'es'

heroes, echoes, potatoes, tomatoes, vetoes, torpedoes, cargoes, negroes, buffaloes, mangoes, tornadoes, mosquitoes,

Adding either 's' or 'es'.

mementos/mementoes, mosquitos/mosquitoes, tornados/tornadoes, volcanos/volcanoes, zeros/zeroes, commandos/commandoes, cargos/cargoes, mangos/mangoes, buffalos/buffaloes, tornados/tornadoes, mosquitos/mosquitoes

- Irregular noun is a noun that becomes plural by changing its spelling in other ways than just adding 's' or 'es' to the end of the word. eg foot-feet.
- List of Irregular Plural nouns in English

Singular	Plural	Singular	Plural	Singular	Plural
child	children	woman	women	mouse	mice
tooth	teeth	goose	geese	louse	lice
die	dice/dies	ox	oxen	person	people
penny	pence	sheep	sheep	fish	fish/fishes
moose	moose	swine	swine	buffalo	buffalo
shrimp	shrimp	deer	deer.	trout	trout
focus	foci/focuses	radius	radii/radiuses	fungus	fungi
nucleus	nuclei	cactus	cacti	alumnus	alumni
octopus	octopuses/	hippopotamus	hippopotamuses/	axis	axes
—	octopi	—	hippopotami	—	—
analysis	analyses	crisis	crises	thesis	theses
phenomenon	phenomena	criterion	criteria	datum	data
memorandum	memoranda	bacterium	bacteria	stratum	strata
curriculum	curricula	index	indices/indexes	vortex	vortices/vortexes
appendix	appendices/	addendum	addenda/	aircraft	aircraft
—	appendixes	—	addendums	—	—
alumna	alumnae	alumnus	alumni	analysis	analyses
antenna	antennae/	appendix	appendices/	apex	apices/
—	antennas	—	appendixes	—	apexes
anthesis	antitheses	axis	axes	basis	bases
beau	beaux/beaus	bison	bison	bureau	bureaux/bureaus
chateau	chateaux/	codex	codices	concerto	concerti/
—	chateaus	—	—	—	concertos
corpus	corpora	deer	deer/deers	diagnosis	diagnoses
erratum	errata	faux pas	faux pas	fez	fezes/fezzes
ellipsis	ellipses	formula	formulae	genus	genera/ genuses

graffito	graffiti	grouse	grouse/grouses	half	halves
larva	larvae/larvas	libretto	libretti/librettos	man	men
matrix	matrices/matrixes	medium	media/mediums	minutia	minutiae
nebula	nebulae/nebulas	nucleus	nuclei/nucleuses	oasis	oases
offspring —	offspring/ offsprings	opus —	opuses/ opera	referendum —	referenda/ referendums
ovum	ova	phylum	phyla	quiz	quizzes
salmon —	salmon/ salmons	scrarf —	scarfs/ scarves	shrimp —	shrimp/ shrimps
self	selves	series	series	species	species
stimulus —	stimuli —	syllabus —	syllabi/ syllabuses	symposium —	symposia/ symposiums
tableau —	tableaux/ tableaus	synopsis —	synopses —	thief —	thieves —
trout	trout/trouts	tuna	tuna/tunas	vita	vitae
vertebra —	vertebrae/ vertebras	vertex —	vertices/ vertixes	vortex —	vortices/ vortexes
wharf —	wharves/ wharfs				

- Collective noun is a countable noun that denotes a group of individuals. For example:

a fleet of ships   a litter of puppies   a bouquet of flowers
a pride of lions   a herd of ~~cattle~~ sheep/antelops   a pile of newspapers
a swarm of bees/locusts   a congregation of nuns   a string of beads
a grove of trees   a flock of birds   a pack/nursery/litter of cubs
a band of singers   a shoal/school of fish   a flock of birds
a pack of wolves/cards   a colony on ants   an army of soldiers
a troupe/company/cast of actors   a band of musicians
a troop of warriors   a board of directors   a crew of sailors
a choir of singers   a group of dancers   a pack of thieves

a team of players a delegation of delegates a panel/bench of judges
a pack/deck of cards a packet of cigrettes a range of mountains
a bushel of apples a comb of bananas a bunch of grapes
a grove/forest of trees a herd of elephants a flock of pigeons
a herd of cows a gang of robbers a kindle of kittens
a litter of puppies a herd of cattle a nest of rumours
a bed of clams a shiver of sharks a horde of hamsters
a mob of kangaroos a troupe of monkeys a pile of rubbish
a stack of books a shower of rain a shower of gifts/compliments
a flock of turkeys a set of fossils a drove of pigs
a committee of filmmakers/critics a pod of dolphins

Common Collective Nouns For people

army audience band board cast choir class
club coalition committee community company congregation
corporation council crew crowd family firm gang
group jury majority minority mob orchestra panel
parliament party public school staff team troupe

Common Collective Nouns For objects

array assortment bouquet caravan collection constellation
fleet forest galaxy heap parcel pile range series
set shower stack stream wad

Common Collective Nouns For Animals

brood cloud colony flock gaggle herd horde litter
pack pride school shoal swarm

a stack of librarians a sentence of judges
a galaxy of beauties a bevy of girls
a hack of smokers a blast of hunters
a blush of boys a circle of friends
a body of men a bunch of crooks
a caravan of travellers a class of pupils

a disguising of tailors
a staff of employees
a brood of hens
a group of guinea pigs
a sloth of bears
an ambush of tigers
a destruction of (wild) cats
a squad of squid
a knot of toads
a culture of bacteria
a cluster of spiders
a bottle of milk
a conspiracy/murder of ravens
a shower of meteors
a wad of paper/cloth
a host of angels
a joint of osteopaths
a line of kings/rulers
a mess/execution of officers
a mob of rioters
a mug/reflection of narcissists
a wisdom of grandparents
a pan of reviewers
a patrol of policemen
a picket of strikers
a pity/gang of prisoners
a pomposity of professors
a pound of Englishmen
a prudence of vicars
a rage of maidens

a doctrine of doctors
a colony of gulls
a flight of birds
a kennel of dogs
a gang of weasels
a smack of jellyfish
a company of anglefish
a swarm of eels
a clew of worms
a flight of butterflies
a batch of cakes
an unkindness of ravens
a kine of cows
a fall of leaves
a horde of savages
a house of senators
a lie/equivocation of politicians
a melody of harpists
a meter of percussionists
a morbidity of majors
a multiply/unhappiness of husbands
a number/set of mathematicians
a panel of experts
a peck of Frenchmen
a pint of Irishmen
a plush/rascal of boys
a posse of police/sheriffs
a promise of barmen
a quiz of teachers
a rash of dermatologists

a regiment of soldiers
a rookery/school of clerks
a rout of schoolboys
a sample of salesmen
a scolding of seamstresses
a scoop/slant of journalists
a sentence of judges
a series of radiologists
a set/subtlety of designers
a set/swish of hairdressers
a shower of bastards/metereologists
a shrivel of critics
a shuffle of bureaucrats
a side of dancers
a simplicity of subalterns
a poverty of pipers.
a slate of candidates
a slither of gossip columnists
a slouch of models
a sneer of butlers
a sprig of vegetarians
a squad of beaters/soldiers
a squat of daubers
a squeal of nieces
a staff of employees/servants/teachers
a stalk of foresters
a subtlety of sergeants at law
a superfluity of nuns
a tabernacle of bakers
a talent of gamblers
a tantrum of decorators
a team of athletes/players
a thought of barons
a tribe of Indians/natives
a trip of hippies
a troop of boy scouts
a troupe of acrobats
a troupe of artistes/dancers/performers
a wandering of tinkers
a wheeze of joggers
a worship of writers
an absence/order of waiters
an alley/pratfall of clowns
a brace/wince of dentists
an amalgamation of metallugists
an amble of walkers
an ambush of widows
a roll of drummers
an attitude/grunt of teenagers
an audience of listeners
an eloquence of lawyers
an embarrasment/persistence of parents
an entrance of actresses
an expectation of heirs/midwives
an obscurity/rhyme of poets
an illusion of magicians
an impatience of wives
an imposition of in-laws

an obeisance of servants   an observance of hermits
an obstruction of dons   a cloud of seafowls
a colony/flock/raft of ants   a colony of avocets/gulls/ibises
a colony/parcel/rookery of penguins   a covey of ptarmigans
a covey/brace/brood/flight/pack of grouse
a covey/bevy/clutch/warren of partridges
a crowd of redwings   a descent of woodpeckers
a desert/deceit of lapwings   a fall/covey/flight/plump of woodcocks
a flight/gulp of cormorants   a flight of goshawks
a flight/flock/kit/passel of pigeons   a fling of dunlins
a flight/gulp of swallows   a fling of sandpipers
a flock of bustards/swifts/turkeys   a flush of ducks
a head/herd of curlews   a herd/flock of wrens
a hill of ruffs   a muse of capons
a host/quarrel/tribe/ubiquity of sparrows   a mutation of thrushes
a murder/hover/muster/parcel of cows   a parcel of linnets
a chattering/cloud/congregation/clutter of starlings
a muster/ostentation/pride of peacocks
a mustering/flight/phalanx of storks   a plump of moorhens
a bouquet/head/warren of pheasants   a parliament/stare of owls
a pitying of turtledoves   a pod/scoop of pelicans
a plump/bunch/knob/raft of waterfowls   a prattle of parrots
a pride/flock of ostriches   a rafter of turkeys
a run of poultry   a sedge/siege of bitterns
a sedge/herd/siege of cranes   a flush/puddling of mallards
a sedge/flight/hedge/rookery/siege of herons
a spring/bunch/coil/knob/raft of teals   a squabble of seagulls
a stand of flamingos   a trip of dotterels
a trip/bunch/knob/lute/skein of wildfowls
a wake of buzzards   a walk/wisp of snipes

a glaring/cluster/clutter of cats a cluster/herd/tribe of antelopes
a coalition of cheetahs a cohort/herd/zeal of zebras
a colony/family/lodge of beavers a colony of chinchillas
a colony/horde/mischief/swarm of rats a colony of voles
a congress/flange/troop of baboons a coterie/town of prairie dogs
a couple of impalas a cowardice of curs
a crash/herd/stubbornness of rhinoceroses a drift/trip of (tame) swine
a dray/colony of squirrels a drift/drove/parcel of hogs
a drove of bullocks a drove/drift/flock/herd of pigs
a drove/herd of swine a fall of lambs
a family/ bevy / raft/ romp of otters a glide of flying fish
a glint/troubling of goldfish a grind of blackfish
a herd of seahorses a pack of perch
a party of rainbow fish a quantity of smelts
a school of butterfly fish a school of cod
a shiver/school/shoal of sharks a shoal of mackerel
a shoal/catch/draught/fray/haul/run/school of fish
a shoal/school of pilchards a shoal/spread of sticklebacks
a shoal/steam/stream/swarm of minnows a shoal of roach
a shoal of shads a swarm of dragonet fish
a swarm of eels a troop of dogfish
a troupe of shrimp a colony/army/bike/swarm of ants
a swarm/bike/cast/cluster/drift/game/hive/stand/rabble/grist of bees
a flight/rabble/swarm of butterflies an army of caterpillars
an intrusion of cockroaches a cloud/cluster/swarm of grasshoppers
a swarm/cloud/business/grist/hatch of flies a bike/nest/swarm of hornets
a flight/horde/plague/rabble/swarm of insects a scourge/swarm of mosquitoes
a flock/colony/infestation of lice a plague/cloud/swarm of locusts
a clutter/cluster of spiders a pile of money
a ball of wool a battery of tests

a chest of drawers
a deck of cards
a hedge of bushes
a roll of film/cloth
a set of books/tools
a stack of chairs
a batch of cakes

a clump of reeds
a fleet of ships/vehicles
a ream of paper
a series of events/photos
a shelf of books
a suite of furniture/rooms
a pile of cookies

a herd of boars/caribou/chamois/elk/fairies/oxen/whales/zebras
a pack of bears/coyotes/grouse/rats/sharks/shoats/wolves/mules
a flock of birds/bustards/camels/chickens/ducks/geese/goats/parrots/pigeons
a flock of seagulls/sheep/swifts/tourists/turkeys
a swarm of ants/bees/butterflies/eels/flies/gnats/insects/rats
a shoal of bass/fish/herrings/pilchards/salmon
a crowd of people/onlooker
a group of guinea pigs/islands/people/dancers/engineers
a gang of hoodlums/laborers/slaves/thieves/criminals/crooks/prisoners
a mob of emus/kangaroos/meerkats/thieves/sheep/kangaroos/rioters
a staff of employees/servants
a crew of sailors
a Choir of angels
an orchestra of musicians
a Board of directors/trustees/chess players
a bunch of seals/pigeons
a troupe of monkeys/shrimp/dancers/minstrels/performers
a set of bowls/utensils
a fall of lamb/woodcock

- Some nouns are used only in the plural form: e.g trousers, drawers, riches, spectacles, scissors, tidings.
- Contextual clues or context clues are the words, phrases, or sentences surrounding an unfamiliar word that help the reader infer its meaning from text rather than from a dictionary.
- Pre-reading strategies are the techniques or activities used before reading a text to help readers activate prior knowledge, set a purpose for reading and anticipate what the text might contain.

- Guide words are located at the top of ~~the~~ each page of a dictionary to show the first and the last entry on that page.
- Entry words are a set of words listed and defined in a dictionary in an alphabetical scheme.
- Minimal pair is a pair of words differing only by one sound in the same position in each word. e.g bet/bed and pin/bin.
- To make a "V" sound, rest your upper teeth on your lower lip; while, to make the "w" sound, purse your lips into a small circle.
- Linking verbs do not show action. Instead, they link the subject with a word or words in the predicate that tell something about the subject. Linking verbs show a relationship between the subject of the ~~subject~~ sentence and a noun or adjective being linked to it. A list of some linking verbs in sentences is:
- She became angry.
- The sky appears clear.
- I feel safer around you.
- He looks furious.
- The dispute remains unsettled.
- You seem funny to me.
- I get goosebumps whenever I hear a horror story.
- Has he gone bananas?
- I grow tired of your childishness.
- The food tastes rancid.
- The flower smells sweet
- Her idea sounds great.
- They ~~have~~ are being idiots.

- Modal Verbs are a type of auxiliary verbs which express the mood of another verb. They are used to express ideas such as: certainty, probability, possibility, ability, permission, requests, offers, advice, obligation, necessity and so on.
- Uses of Can:
  - They can fix the problem. (ability)
  - They cannot fix the problem. (inability)
  - Can I have a cup of tea, please? (request)
  - Can I go with you? (asking permission)
  - We can meet at the weekend. (Suggestion/advice)
  - Can I help you? (offer/invitation)
  - It can be Ali because he is there (possibility/doubt)
- Uses of May:
  - May I go to the toilet? (asking permission)
  - It may rain tonight. (possibility)
- Uses of Should:
  - It's nearly six. They should arrive soon. (probability)
  - We should go by train. (Suggestion/advice)
  - Should I help you with that? (offer/invitation)
  - I should be studying but I am too tired. (obligation).
- Uses of Might:
  - I might see you tomorrow. (uncertainty/possibility)
  - Might I asked you a question? (polite requests)
- Uses of Shall:
  - Shall I help you with that? (making offers)
  - I shall always be with you. (making promises)
- Uses of Could:
  - Could we go home now. (asking permission)
  - When I was a child, I could study all night. (past ability)

- Uses of Must:
  - She must know it. (certainty)
  - We must meet again soon. (polite invitation)
  - Everyone must bring something to eat. (obligation/necessity)
- 'Ought to'
  - Ought we to be free? (necessity)
- Gapped summary is a shortened version of a text with certain words or expressions removed, requiring the reader to fill in the gaps from their understanding of the original passage.
- Main summary skills include:
  - Find important facts, statements and ideas.
  - Cut the original text to one third.
  - The summary is usually written in the present tense.
  - Past events may be reported in the past; future events may be reported in the future.
  - Statements or questions which were made in the past may be reported in Past Indefinite or Past Perfect tense.
- In a dictionary the ['] mark shows the main stress in a word
- Stress refers to a relative emphasis given to a syllable within a word. A stressed syllable is pronounced with greater force, higher pitch and longer duration.
- Two-syllable English nouns and adjectives are mostly stressed on first syllable. e.g: TAble, WINdow, STUdent, DOCtor, CLEver, HAPpy, HONest and QUIet.
- Two-syllable English verbs are mostly stressed on the second syllable. e.g: reLAX, beGIN, arRive, and aGREE etc.
- Stress follows two rules: ① one word has only one stress. ② we can only stress vowels, not consonants.

- Some words in English have various parts of speech, the stress gives us hint as to what function it is performing in a sentence. e.g.

REcord (noun)	reCORD (verb)
CONtract (noun)	conTRACT (verb)
PERmit (noun)	perMIT (verb)
SUBject (noun)	subJECT (verb)
PROject (noun)	proJECT (verb)

- How to write a letter:
  - Write date and address on the top left corner of the page.

    40, Stadium Road
    Peshawar Cantt
    2nd Feb, 2017
  - Write salutation 'dear .....' with a comma at the end.
  - Write a friendly opening such as 'how are you?'.
  - Tell your purpose of writing in the body of the letter.
  - Write a friendly closing such as 'Yours truly, sincerely etc'.
  - Sign your letter by writing your name.
- Structure of a letter:

① Sender's address
② Date
③ Greetings/Salutations
④ The beginning
⑤ The middle — Body of the Letter
⑥ The end
⑦ Closing
⑧ Signing off.

- Words with silent B are: subtle, debt, doubt, thumb etc.
- Words with silent C are: indict, muscle, scene, crescent etc.
- Words with silent D are: Wednesday, handkerchief, edge etc.

- Words with silent G are: gnarled, gnome, sign, foreign etc.
- Words with silent H are: honest, heir, hour, vehicle etc.
- Words with silent K are: knight, knack, knead, knowledge etc.
- Words with silent L are: calf, yolk, salmon, half, could etc.
- Words with silent N are: autumn, column, hymn etc.
- Words with silent P are: psychology, pneumonia, pseudonym etc.
- Words with silent S are: aisle, island, viscount etc.
- Words with silent T are: ballet, castle, whistle, hustle, rapport etc.
- Words with silent U are: guitar, guess, guard, biscuit, build etc.
- Words with silent W are: wrestle, wreath, answer, two, sword etc.
- Transitional devices are words or phrases that help carry a thought from one sentence to another, from one idea to another, and from one paragraph to another.
- Common transitional devices are:

addition: and, again, and then, besides, finally, further, furthermore, nor, too, next, lastly, moreover, in addition, first...

alternative: either, or, nor, on the other hand, however, neither, otherwise.

comparison and contrast: whereas, but, yet, on the other hand, however, by comparison, where, compared to, up against, although, in contrast.

illustration: for example, for instance, in this case, to illustrate, in another case, on this occasion, in this situation, to demonstrate

sequence: first, second, third, ..., then, following this, at this time, now, after, afterward, finally, consequently, previously, thus, before this, therefore, hence, next, soon

conclusion: in brief, on the whole, to conclude, in conclusion, as I have said, hence, therefore, accordingly, thus, as a result.

Cause and effect: therefore, consequently, as a result, resultantly.

- Compound prepositions are made up of two or more words. They may be written as one word (into, upon etc) or two or more separate words as phrasal preposition.
- Some compound prepositions are: according to, as of, as well as, aside from, because of, by means of, out of, in addition to, in front of, in place of, in regard to, prior to, in respect to, in spite of, instead of, on account of, in accordance with.
- Flat adverbs are those that have the same form as their corresponding adjectives. Some flat adverbs have an additional variant with -ly form as well. e.g:
  - fast - fast
  - early - early
  - near - near/nearly
  - deep - deep/deeply
  - wrong - wrong/wrongly
  - clear - clear/clearly
  - slow - slow/slowly
  - hard - hard/hardly
  - high - high/highly
  - far - far
  - wide - wide/widely
  - straight - straight
  - loud - loud/loudly
  - sharp - sharp/sharply
  - late - late/lately
  - low - low
  - long - long
  - right - right/rightly
  - tight - tight/tightly
  - clean - clean/cleanly
  - bare - bare/barely
- Some adverbs of frequency are:
  always (100%) → usually (90%) → normally/generally (80%) →
  often/frequently (70%) → sometimes (50%) → occasionally (30%) →
  seldom (10%) → hardly ever/rarely (5%) → never (0%)
- If a word with a certain vowel in it says the very name of the vowel in pronunciation of the word, then that vowel is making a long sound. e.g: fate, wheat, wine, boat, cube. A short vowel sound is a vowel sound that does not follow this rule. e.g: fat, wet, win, bot, cup.
- In applications and letters, the name and address of the person to whom they are addressed, is called Inside Address.
- In informal letters you write your address whereas in formal letters you write recipient's address.

- In letters, date is written under the signature.
- A phrase is a small group of words without a finite verb that together have a particular meaning and that typically forms part of a sentence.
- A good paragraph has following elements:
  ① topic sentence ② body sentences ③ conclusion.
- The following words help to write a good sequence paragraph with respect to order and/or time. These words are called sequence markers.

Sequence markers of 'order'	Sequence markers of 'time'
first, second, third, etc.	recently, previously,
in the beginning, subsequently	afterwards, when, after,
before, then, finally, at last	yet.

- Diphthongs are sounds which consist of a movement or glide from one vowel to another.
- Diphthongs have same length as the long vowels.
- In diphthongs, the first part (sound) is much longer and stronger (louder) than the second part.
- English has 8 diphthongs.
  - ɪə = beard, fear, ear, bear, tear
  - eə = air, fair, dare, hair
  - ʊə = moor, tour, lure, sure, pure
  - eɪ = paid, pain, face, wait
  - aɪ = tide, buy, bike, eye, kite
  - ɔɪ = boy, oil, boil, coin, toy
  - əʊ = coat, oat, bone, phone, boat
  - aʊ = out, cow, bow, brow, how
- A triphthong is a glide from one vowel to another and then to a third, all produced rapidly and without interruption.

- English has 5 triphthong sequences.
  - eɪ + ə = eɪə = layer, player
  - aɪ + ə = aɪə = lire, fire
  - ɔɪ + ə = ɔɪə = loyal, royal
  - əʊ + ə = əʊə = lower, mower
  - aʊ + ə = aʊə = power, hour
- Following are the elements of a story:
  ① Characters: Every detail and description of characters plus their role in the story must be given. Characters can be human, animals or imaginary.
  ② Setting: It means the time and geographical location in which the story takes place.
  ③ Problem or Conflict: It is the very central problem faced by the characters and must be resolved at the end of the story.
  ④ Plot: It means a proper sequence of events in a proper way. It must have a beginning, middle and end.
  ⑤ Moral: A story must make a point or lesson that is directed at and achieved at the end of the story.
- If the characters of the story are animals and the story has a moral, such stories are called fables.
- Following are important Subject-helping verb/not contractions.
  - I will → I'll
  - I shall → I'll
  - I have → I've
  - She has → She's
  - I had → I'd
  - I would → I'd
  - I am → I'm
  - He is → He's
  - will not → won't
  - shall not → shan't
  - have not → haven't
  - has not → hasn't
  - had not → hadn't
  - would not → wouldn't
  - am not → amn't/ain't
  - is not → isn't

- You are → You're
- He was → He's
- They were → They were
- We may → We may

- are not → aren't
- was not → wasn't
- were not → weren't
- may not → mayn't

- Uses of Punctuation marks

① Comma: (,)

- to show a separation in a series of ideas, items or elements within the structure of a sentence. e.g: Saima wanted the black, green, white and blue shoes.
- to proceed a short quotation, if it is a full sentence. e.g: The teacher said, "You should work hard to succeed."

② Semicolon: (;)

- to connect independent clauses, showing a closer relationship than full stop would show. e.g: I can't go out tonight; I have a big test tomorrow.

③ Colon: (:)

- before giving a list of items.

He ate everything in the house: chips, biscuits and peanuts.

④ Hyphen: (-)

- in between two or more words forming compound adjectives. e.g man-eating alligotor, party-going person.
- in between compound numbers from 21 upto 99. e.g: twenty-three, forty-three, seventy-two.
- in between two or more words forming compound verbs. e.g: I double-clicked the button for an answer.
- in forming hyphenated compound nouns. e.g: great-grandfather, brother-in-law, co-operation

⑤ Dash (—)

- to indicate a break in thought or sentence structure.

e.g: You are the friend — the only friend — who offered to help me

⑥ Quotation Marks: (" ")

- These are a set of punctuation marks used to mark the beginning and end of a direct speech or a quoted passage. They show the exact words uttered.
- The first letter of the quoted speech is capitalized.
- Punctuation used at the end of the sentence comes inside the final quotation mark ("). e.g:-

Javed said, "I feel sleepy."

⑦ Parentheses: [( )]

- Parentheses are curved notations used to give the further thoughts or qualifying remarks. It shows that the writer is giving further information. It is used:
- to enclose number or letters used to introduce items in a list or outline. e.g:

You must do one of the following:

(a) water the trees, or (b) do the dishes

- to express an amount in numbers previously expressed in words. e.g:

He gave me Five hundred rupees (500).

His illness lasted for four years (2005-2009).

- Official notices are written in passive voice structures.
- Difference between diagraph and consonant cluster:

A diagraph is when two letters come together in a word and are pronounced as single distinct sound or one phoneme. e.g: chat, ship, think, phone etc.

A consonant cluster is when two or more consonants appear together in a word, but each keeps its own sound and pronounced separately. eg street, blank etc.

The difference lies in their pronunciation.

- Fiction is a type of book or story that is written about imaginary characters and events and not based on real people or facts.
- Poetry is a piece of writing in which the words are arranged in separate lines often ending in rhymes.
- A word that has the same sound or ends with the same sound as another is called rhyming word.
- Some examples of simile expressions:
  - as cute as a bug
  - as busy as a beaver
  - as grumpy as a bear
- Difference between explicit and implicit meanings:
  An explicit meaning is that which is direct and clearly expressed. It means what it says. In contrast, an implicit meaning is that which is implied or suggested, not directly stated. It requires inference, context or interpretation.
- A cloze is a type of exercise or test in which words are removed from a passage and the participants have to fill in the blanks. It's an assessment of language comprehension, vocabulary, or context understanding.
- Target language is the language that a learner is trying to acquire or use in learning contexts.
- Lexical variation refers to different words and expressions in a language that are used for same or similar meaning with a difference of level. It shows the richness and flexibility of a user and his/her command over language.

Prepared by: Tousif Rehman Shah

Class Seven

- Plurals of Compound nouns
  - Usually the last word is made plural. e.g.:
    shool-bag/school-bags close-up/close-ups
  - In noun+preposition+noun structure, the first noun is usually made plural.
    sister-in-law/sisters-in-law man-of-war/men-of-war
  - In structures noun+preposition and preposition+noun, the noun part is usually made plural.
    in-law/in-laws passer-by/passers-by.
  - When the first noun of a noun+noun compound structure is 'man' or 'woman', both parts are made plural.
    man-servant/men-servants woman-doctor/women-doctors
- List of important compound nouns with plural forms.

Singular	plural	singular	plural
assistant headmaster	assistant headmasters	sergeant major	sergeants major
doctor of philosophy	doctors of philosophy	assistant secretary of state	assistant secretaries of state
passer-by	passers-by	teaspoonful	teaspoonsful/teaspoonfuls
cupful	cupsful/cupfuls	higher-up	higher-ups
go-between	go-betweens	has-been	has-beens
good-for-nothing	good-for-nothings	grown-up	grown-ups
French fry	French fries	payout	payouts
know-it-all	know-it-alls	attorney general	attorneys general
runner-up	runner-ups	attorney-at-law	attorneys-at-law
Governor-general	Governors-general	court-martial	courts-martial
looker-on	lookers-on	onlooker	onlookers

man-child	men-children	lady-in-waiting	ladies-in-waiting
notary-public	notaries-public	court-of-appeal	courts-of-appeal
editor-in-chief	editors-in-chief	manhunter	menhunters
man killer	men killers	manteacher	menteachers
man-eater	men-eaters	man-hour	men-hours
man-made	men-made	manpower	menpower
woman-driver	women-drivers	woman-teacher	women-teachers
woman-writer	women-writers	woman-soldier	women-soldiers
adjutant-general	adjutants-general	solicitor-general	solicitors-general
poet-laureate	poets-laureate	knight-templar	knights-templar
brother-german	brothers-german	knight-errant	knights-errant
culprit-appellant	culprits-appellant	undersecretary	undersecretaries
overcoat	overcoats	outpost	outposts
underground	undergrounds	highflier	highfliers
hardback	hardbacks	dryclearner	drycleaners
quickstep	quicksteps	telltale	telltales
scarecrow	scarecrows	cutthroat	cutthroats
pickpocket	pickpockets	take-off	take-offs
stand-by	stand-bys	castaway	castaways
dropout	dropouts	runaway	runaways
outcast	outcasts	outbreak	outbreaks
cutpurse	cutpurses	Hangman	Hangmen
watchdog	watchdogs	stepchild	stepchildren
man-of-letters	men-of-letters	pass time	pass times
lookout	lookouts	forget-me-not	forget-me-nots
stepson	stepsons	stepfather	stepfathers
stepdaughter	stepdaughters	stepmother	stepmothers
half-brother	half-brothers	half-sister	half-sisters
bride-to-be	brides=to-be	would-be husband	would-be husbands
head-of-family	heads-of=family	man-of-the-house	men-of-the-house

- Open Compound nouns are also called 'spaced'.
- Closed Compound nouns are also called 'solid'.
- Rules for making nouns possessive

- Singular nouns form the possessive by adding ('s). Even if the singular noun ends in (-s), ('s) is added. e.g:
  the boy's book   Charles's book   the boss's office
- Plural nouns ending in (-s) form the possessive by adding only an apostrophe ('). e.g:
  the girls' dress   the teachers' lounge
- Plural nouns which are irregular and do not end in (-s), take ('s) for possessive form. e.g:
  children's toys   men's shoes   people's rights
- Compound nouns always form the possessive by adding ('s) to the end of the whole expression. e.g:
  my brother-in-law's car   the editor-in-chief's decision
- Joint or shared ownership in which two entities own the same thing(s), add ('s) to the last noun only. e.g:
  Ben and Alice's house (both own the same house together)
  Ben and Alice's houses (both own all the houses together)
- Separate or individual ownership in which two entities own similar things (not one thing) but each one separately, add ('s) with both the nouns. e.g:
  Ben's and Alice's cars (both own their separate cars)
- Possessives of expressions of time, measure or value take ('s). e.g:
  a day's work   two weeks' notice   at arm's length
- Possessives of proper names ending in classical (-s) add only an apostrophe (') in traditional usage. e.g:
  Jesus' teachings   Moses' laws
  Modern usage allows ('s) also. e.g:
  Jesus's teachings   Moses's laws

- For modern proper names ending in (ˈs), add (ˈs).e.g
  James's book Kansas's landscape Charles's car
- Possessive of compound phrases or entire clauses adds (ˈs) to the end of the whole unit.e.g:
  the man next door's dog Somebody else's phone
- Double possessive (of+ ˈs) form is acceptable when referring to one of several similar entities or emphasizing a personal relation.e.g:
  a friend of John's that idea of yours.
- A general statement informs readers about the general idea of a particular paragraph.
- A specific statement informs readers about the main idea of a particular paragraph.
- A list of important masculine nouns along with their feminine nouns is given below:

masculine	feminine	masculine	feminine
bachelor	maid/spinster	gentleman	lady
boy	girl	hart	roe
brother	sister	horse	mare
buck	doe	husband	wife
bull/ox	cow	king	queen
bullock	heifer	lord	lady
cock	hen	man	woman
colt	filly	monk/friar	nun
dog	bitch	nephew	niece
drake	duck	papa	mamma
drone	bee	ram	ewe
earl	countess	Sir	madam
father	mother	Son	daughter
gander	goose	stag	hind

uncle	aunt	wizard	witch
hero	heroine	Sultan	Sultana
testator	testatrix	Signor	Signora
Czar	czarina	fox	vixen

* Nouns whose last vowel is dropped before adding -ess

actor	actress	preceptor	preceptress
benefactor	benefactress	prince	princess
conductor	conductress	songster	songstress
enchanter	enchantress	tempter	temptress
founder	foundress	seamster	seamstress
hunter	huntress	tiger	tigress
instructor	instructress	traitor	traitress
negro	negress	waiter	waitress
abbot	abbess	master	mistress
duke	duchess	murderer	murderess
emperor	empress	sorcerer	sorceress
bridegroom	bride	stallion	mare
boar	sow	peacock	peahen
buck	doe	rooster	hen
jackass	jenny	he-goat	she-goat
bear	she-bear	cob	pen
jack	jill	hart	hind

- Personification is giving a human quality to an inanimate or non-human object. Any type of emotion, gesture, thought, or action that a person would make can be applied to any non-human object, idea, action or state using personification words.
- The poems in which personification is used are known as personification poems.

- A list of important question words and their function:

who → people whose → possession
what → things which → choice
why → reason when → time
where → place how → manner
how many → number how often → frequency
how far → distance how long → length/time duration
how much → quantity how come → wondering about cause
what for → purpose what if → hypothetical situation
By who/whom → passive agent what about/how about → suggestion
from where → origin/source by when → deadline given
since when → beginning of a duration until/till when → endpoint of a duration
to what extent → degree/limit at what time → specific moment
in what way → manner/method

- Pronoun Antecedent Agreement means a pronoun must agree with its antecedent (the noun it is replacing) in number and gender (third person singular).
  - Arsalan → he (singular number, masculine gender)
  - Astha → she (singular number, feminine gender)
  - Arsalan and Astha → they (plural number)
- A pronoun is not bound to be necessarily in agreement with its antecedent in case.
- A minimal pair is about difference of sound, not letters, in the same place.
- Interrogative structures of the modals need, dare, ought t
  - Need I go now?
  - Dare he oppose his teacher?
  - Ought I to tell him the truth?

- Alliteration is a literary device in which a number of words, having the same first consonant sound, occur close together in a series. e.g:
  Coca Cola   William Wordsworth   Mickey Mouse
- Some features of alliteration are:
  - it does not depend on letters but on sounds.
  - it makes the name catchy and easy to remember.
  - it creates a clear image.
  - it allows the poem to flow more quickly as the sounds are repeated.
  - it slows the poem down as each word is emphasized.
  - it creates a certain mood or atmosphere — heavy or light, quick or slow.
  - it is used in tongue twisters.
- Tongue twisters are a sequence of words that are difficult to pronounce rapidly and correctly due to irregularity it sequence of sounds. It is a kind of play on sounds.
- Absolute adjectives or non-gradable adjectives are such adjectives which cannot be 'compared' or 'intensified' and have no degrees. They exist in true extremes: completely present or absolutely absent. e.g:
  A dead person cannot be very dead, a little dead or more dead, most dead. He is just 'dead' or 'not dead'.
- A list of absolute adjectives is given below

perfect
complete
empty
full
unique
infinite

dead
alive
absolute
final
universal
essential

primary
utter
fatal
pregnant
eternal
inevitable

entire
main
ideal
chief
supreme
ultimate

priceless
round
square
silent
unknown
total

impossible
possible
false
certain
first
terrible
total
immaculate
authentic
irrelevant

pure
unanimous
adequate
definite
second,...
terrific
ultimate
homemade
indigenous
historic

extreme
straight
amazed
devoid
principal
unavoidable
maximum
unambiguous
irrefutable
binding

parallel
blind
afraid
excellent
stationary
uniform
minimum
flawless
non-negotiable
decisive

equal
true
awful
Fascinating
superb
whole
boundless
amateur
confidential
opposite

- Prefixes for forming adjectives from adj/nouns and verbs

prefix	meaning	examples from adj/noun	examples from verb
un-	not/opposite of	unhappy, unkind	untold, unbroken
in-	not	inactive, inappropriate	i
im-	not	impolite, impossible	
il-	not	illegal	
non-	not	nonessential, nonverbal	
dis-	opposite of	dishonest	discoloured
anti-	against	antisocial	
pre-	before	prewar	
post-	after	postnatal	postpaid
inter-	between	international	interconnected
over-	too much	overconfident	overdone
under-	too little	underage	undercooked
super-	above/beyond	superhuman	supercharged
sub-	below	subterranean	
hyper-	excessive	hypersensitive	
ultra-	extreme	ultramodern	ultrarefined
co-	together	cooperative	
pro-	supporting	pro-demacratic	
ir-	not	irregular, irreligious	

Suffixes for forming adjectives from adjective, noun, verb.

Suffix	meaning	examples from adj/N	examples from V
-al	relating to	natural, cultural, musical	
-ar	relating to/of	circular	
-ary/-ory	//	honorary, r	regulatory
-ic/-ical	of/pertaining to	poetic, electrical	
-ous/-ious/ -eous	full of/having the quality of	dangerous, gracious, gaseous	
-ful	full of	beautiful, powerful	forgetful
-less	without	hopeless, powerless	
-y	characterized by	Snowy, rocky	sticky
-ly	having quality of	Friendly, manly, kingly	
-ish	somewhat/like	childish, foolish, bookish	
-en	made of/resembling	wooden, golden	broken
-able/-ible	capable of being	acceptable, visible	readable, edible
-ive/-ative/ -itive	having tendency or nature of	active, talkative	creative
-ent/-ant	having quality of	dependent, ~~resistant~~	resistant
-some	tending to/causing	troublesome, fearsome	tiresome
-esque	in the style of	picturesque	
-like	resembling	childlike	
-ate	possessing/having	passionate	considerate
-ern	relating to direction	northern, eastern	
-ine	resembling	marine, crystalline	
-ian	related to	Darwinian, Christian	

Some difficult noun → adjective words.

choice → choosy
error → erroneous
identity → identitical
pressure → pressurized, pressing

innovation → innovative
judgement → judgemental
judiciary → judicial, judicatory, judicative
worry → worrisome

justice → just, justicial
motion → motional
need → needy, needful
notion → notional, notionary, notionate

- Adverbs can be placed in one of the three positions:
  - Front position: at the beginning of a sentence.
  - Mid position: close to the verb.
  - End position: at the end of a sentence.

  Then the girl slowly walked away.
  front mid end

- If any form of the verb 'to be' is used, the adverbs are normally placed after the verb. e.g:
  - He is never rude.
  - You are certainly a better candidate

  But, when there is a stress on the verb 'to be', then the adverb is placed before the verb. e.g.
  - He never is rude.
  - You certainly are a better candidate.

- With transitive verbs, the adverb is generally placed after the object.
  - He signed the document yesterday.

  But, if the object is very long we usually put the adverb before the verb.
  - She read carefully the lengthy report on international trade regulations that boss had sent.

- There can be a 'secondary' stress in some words. But a secondary stress is much smaller than the main stress, and is only used in long words.

- When to use Present Perfect Tense

  1) An action that started in some time in the past is continuing in the present. e.g:
  - They haven't lived here for years.
  - They have lived here for ten years.

2) When the time period of the action referred to has not finished, but rather still continuing. e.g:
- I have worked hard this week.
  (week hasn't ended and neither is hardwork)

3) An action repeated on several instances in an unspecified period between the past and now. e.g:
- They have seen that film six times.

4) An action that has completed in the very recent past (+ just + V3).
- I have just eaten the meal.
- He has just gone out.

5) When the precise time of an action is not important or not known.
- Someone has easten my soup!
  (action and its effect on present is important, not its time)
- She has studied English.
  (she can speak it now, that's important not time).

- A folktale is a popular story from the past whose author is not known. There are many things in a folktale which are not found in real life, e.g. fairies, talking animals.

- A table showing change in words of place and time in reported speech.

now → then/at that moment
today → that day
here → there
this → that
tomorrow → the following day/ the next day/ the day after

ago → previously/before
tonight → that night
come → go
next week → The following week/the week after
last week → the previous week/ the week before

Yesterday → the previous day/ the day before
thus → so
hence → thence
these → those
the day after tomorrow → two days later

the day before yesterday → two days before.

- Myths and legends are semi-true stories passed on from person-to-person. Myths are often used to explain universal or local beginnings and involve supernatural beings.
- Folklore is a traditional story passed orally within a culture. It reflects customs and beliefs of a community. It can be fairy tale and fable.
- Fairy tale is a type of folktale usually involving magical elements and imaginary worlds. These are mostly intended for children, emphasizing wonder, imagination and sometimes a moral.
- Fable is a brief story written to teach a moral or practical lesson. The characters are speaking animals behaving as humans do.
- Analogy is a form of reasoning in which one thing is inferred to be similar to another thing in a certain respect/aspect, on the basis of a known similarity between the same things in certain other respects/aspects.
- Analogies compare different things to show how they are related to each other.
- Examples of analogy
  - Finger is to hand as toe is to foot.
  - In is to out as up is to down.
  - Land is to dirt as ocean is to water.
  - Toe is to foot as fingers are to hand.
  - Purple is to grapes as red is to cherries.
  - Three is to a triangle as four is to a square.
  - Smell is to nose as sight is to eyes.
  - Top is to bottom as over is to under.

- Some simile expressions:
  - to fight like cats and dogs
  - to fly like an eagle
  - to smoke like a chimney
  - to eat like a bird
  - to sing like a nightingale
  - to sit like a bump on a log. (lazily)
  - as busy as a beaver
  - as gentle as a lamb
  - as innocent as a lamb
  - Time flies like an arrow. (swift & unidirectional)
  - as fresh as a daisy
  - as dry as the desert
  - as strong as a bull
  - as sharp as a knife.

Class Eight

- A vowel at the end of a syllable is almost always long, e.g. I, he, we, she, go, try, cry etc.
- English has three levels of stress:
  - long and loud
  - quiet and short
  - in between.
- **Primary stress** marks the loudest syllable in a word.
- If a word has only one syllable, it is always with a primary stress.
- Primary Stress is marked in the dictionary by putting a raised vertical line ['] at the beginning of that syllable.
- Secondary stress are given to those syllables which aren't completely unstressed, but neither are they as loud as the primary stress.

- Secondary stress is marked with a lowered vertical line [ˌ] at the beginning of the syllable in a dictionary.
- Two-syllable prepositions have primary stress on the second syllable. e.g: aMONG, aSIDE, beTWEEN.
- For any three-syllable word ([illegible]) ending with the suffix 'er' or 'ly', the primary stress is placed on the first syllable. e.g
  ORderly, SIlently, LOvingly, MAnager, GARdener, EAsier.
- For any word (even verbs), if the ending part is consonanty, the first syllable usually gets the stress. e.g CLArity, QUAlify, JUStify.
- A metaphor is a figurative device in which one thing is compared to another unlike thing.
- Paraphrasing is re-writing the poet's words or ideas in your own words without altering the meaning. A stanza takes the shape of prose. It is about the same length as the original, because the purpose is to re-phrase without leaving out any important point.
- Points to remember while paraphrazing a poem/stanza.
  - mark thought groups in the stanza.
  - paraphrase the message in simple text.
  - change poetic words with simple ones.
- Summary means putting down the main ideas of someone else's work in one's own words. A summary is always shorter than the original because the idea is to include only the main points of the original work and leave out the irrelevant.

- Points to remember while summarizing a text/passage.
  - read the text thoroughly and carefully.
  - try to understand the meaning.
  - write down the main points.
  - arrange the points in order.
  - find the conclusion.
  - write it in proper order.
  - a summary is usually one-third the size of the original.
- Format of a Formal letter
  - abc Colony
    ABC City-400005] Sender's address
  - Dated: 14 May 2017 > date of writing the letter
  - The Editor
    XYZ Paper
    XYZ City-400001] Receiver's designation and address
  - Subject: a short description of the cause of writing the letter] Purpose of writing the letter given in one sentence.
  - Respected Sir/Madam, > Salutation
  - Body of the letter
    - introduction
    - main content
    - conclusion + end of leter
  - Thanking you,
    Yours sincerely/faithfully/truly, > complimentary closing
  - Name
    (designation if present)] name and designation of the sender.
- Uses of ~~colon~~: comma after introductory Phrases:

When an introductory prepositional phrase is very short (less than four words), the comma is usually optional. But if the phrase is longer than four words, comma is mendatory. eg: Before the match starts, ----
Before long we will reach there.

- The format of application writing:
    - the name and address of the person to whom the application is addressed.
    - Subject (reason of writing application)
    - salutation
    - body of application
    - closing
    - signature
    - date
- Colon is used to introduce an item or a series of items. The first item after the colon is not capitalized unless its a proper noun.
    - You know what to do: practice.
    - You know whom to contact: Aslam.
- Colon is used to separate reporting speech from the reported speech where the quotation is started with a capital letter.
    - The guides always gave the same advice: "Leave them alone, and they will leave you alone."
- Intonation describes how the voices rise and fall in speech.
- English has three main patterns of intonation: falling intonation, rising intonation, fall-rise intonation
- Falling intonation describes how the voice falls on the final stressed syllable of a phrase or a group of words.
- Falling intonation is very common in wh-questions.
    - Where's the nearest post-office?
    - What time does the play finish?
    - Why are you so late?

- Falling intonation is also used in statements when we say something definite, or when we want to be very clear about something.
  - I think we are completely ↘lost.
  - Ok, here's the ↘magazine you wanted.
- Rising intonation describes how the voice rises at the end of a sentence.
- Rising intonation is common in yes-no questions.
  - Are you ↗thirsty?
  - Is that the new ↗doctor?
- Fall-rise intonation describes how the voice falls and then rises.
- Fall-rise intonations is used at the end of a statement when we want to say that we are not sure, or when we may have more to add:
  - I ↘don't support any football team at the ↘mo↗ment.
  - It rained every day in the ↘first ↗week.
- Fall-rise intonation is also used with questions when we request information or invite somebody to do or to have something. This pattern makes the questions sound more polite:
  - Is this your ↘ca↗mera?
  - Would you like another ↘co↗ffee?
- Grammatical words are words that help us construct the sentence but alone they don't mean anything. It includes: articles, prepositions, conjunctions, auxiliary verbs etc.
- Grammatical words have two forms: the weakened form without stress known as "weak forms", and the full form pronounced with a stress known as "strong forms".
- Weak forms are often pronounced with a schwa.

- Strong form only happens when we pronounce the words alone, or when we emphasize them.
- Sometimes weak forms are easy to spot, because we use contractions in the spelling shown with an apostrophe.
- Structure pattern of an informal letter
  - Sender's address
  - Date
  - Salutation
  - Opening remarks
  - The contents
  - Closing remarks
  - Ending
  - Signature
- Rules for dividing words at end of line:

Hyphen is used to divide words at the end of a line when the word cannot fit on the remainder of the line.

- Divide the word between syllables. This means, of course, that one-syllable are never divided.
  e.g tea → t/ea(X) divide → div/ide(X) divide → di/vide(✓)
- The hypen goes at the end of the line where division is made

sup (X)
-port

sup– (✓)
port

- Proper nouns and proper adjectives are not divided

La- (X)
hore

Bri- (X)
tish

- Do not divide a word at the end of a line if the parts of the word will be on two separate pages.

- Divide hyphenated word using the hyphen already in the word. Do not add any new hypen.

  mother- (✓) moth- (✗)
  in-law er-in-law

- Use of Dash (—)

  The dash is a punctuation mark that is similar in appearance to a hyphen or minus sign, but differs from both of these symbols in length as well as function.

  - A dash denotes a break in sentence. e.g:
    A flock of sparrows— some of them juveniles— alighted and sang.
  - A dash indicates a break in thought. e.g:
    An indicator— a flashing light or an alarm — signals danger.

- The expository essay requires the student to investigate an idea, evaluate evidence, expound on the idea, and set forth an argument concerning that idea in a clear and concise manner.

- An expository essay has following features:
  - a clear, concise, and defined thesis statement that occurs in the first paragraph of the essay.
  - clear and logical transitions between introduction, body, and conclusion.
  - body paragraphs that include evidential support.
  - Evidential support (whether factual, logical, statistical, or anecdotal)
  - a bit of creativity.
  - a conclusion that does not simply restate the thesis, but readdresses it in light of evidence provided.

- The primary function of quotation marks is to set off and represent exact language (either spoken or written) that has come from somebody else. The quotation mark is also used to designate speech acts in fiction and sometimes poetry.
- Some features of quotation marks are:
  - quotation marks always come in pairs.
  - the first letter of a direct quote is capitalized when the quoted material is a complete sentence.
  - If a direct quotation is interrupted mid-sentence, the second part of the quotation is not capitalized. eg:
    "He likes to talk about cricket," she said, "especially when the World Cup is coming up."
- Connotation is the attitude and feelings associated with a word as opposed to its literal meaning e.g. 'chair' has connotation of power besides literal or denotational meaning.
- A cataphoric reference is an expression that co-refers with a later expression in the discource for example:
  "a farmer had a faithful dog, Motti".
  The description 'Faithful dog' is provided in advance of the name "Motti".
- An anaphoric reference is an expression that co-refers with an earlier expression in the discource. for example:
  "Poor Motti, who was lying..."
  'who' mentions to 'Motti' mentioned earlier.

Class Eight Test Edition (2022 ed.)

- A vowel letter can have three sounds depending on its position in a word and other letters around it: It can be a long sound, short sound or silent.
- An acrostic poem is a set of letters (as the first letter of the lines) taken in order from a word or phrase. Generally, the letters of the words are written vertically.
- Alliteration is used in writing and poetry to create emphasis, rhythm and a fun or memorable quality to the language.
- Imagery is a vivid and vibrant form of description that appeals to readers' senses and imagination.
- Reflexive pronouns have two different uses:
  - To stand in for an object that is the same as the subject. e.g: "I saw myself in the mirror."
  - To refer back to and intensify a preceding noun for emphatic purpose. e.g: "I saw the man himself."
- Present continuous is used to say:
  - that something is happening around a particular time in the present.
  - it is used for habits and actions that are repeatedly happening.
- A contraction is a word made by shortening and combining two words using an apostrophe. e.g: they are → they're, do not → don't, he would → he'd etc.

- 'Be going to' structure for future:

  'Be going to + V_1' structure is used:
  - for plans and intentions. e.g:

    We are going to see a movie tomorrow.

    I am going to Islamabad next week.
  - for predictions based on what you know or what you can see now. e.g:

    What's the weather going to be like?

    It's going to close soon. Hurry up!
- 'Will/Shall' for future:

  'Will/Shall + V_1' structure is used:
  - for giving information about the future. e.g:

    It will be cold; wear something thicker.
  - for predicting what we think or guess will happen. e.g:

    We'll surely enjoy your company.
  - for asking or suggesting what to do (use only 'shall'). e.g:

    What shall I do with the house?
- Persuasive texts present a single, clear point of view about a particular topic or issue. When writing to persuade, you need to use positive language. Use the following when writing a persuasive report.
  - adjectives
  - facts
  - opinions
  - emotive language
  - personal pronouns.

- When writing a report, you need to write in the 3rd person.
- Fill in the blanks with the correct ~~present~~ future ~~continuous~~ tense forms such as: 'going to', 'will', and 'shall'.
    - Big companies will pretend they are not polluting.
    - We are going to turn off the lights in the morning.
    - I will not (not) use excessive water while taking a shower.
    - They ~~a~~ will say that they are 'green company'.
    - Everybody will try to reduce the amount of pollution.
    - We shall not (not) use the car when we can easily walk.
    - We shall not (not) pollute our environment.
- Commas are needed within sentences to separate the items in a list or different grammatical parts in complex sentences.
- Short story is a narrative of a real or imaginary events and characters that conveys explicit or implicit message of the story.
- Plot is a series of events logically arranged. Plot has a beginning, a climax and a resolution.
- Theme is the central idea or belief in a story. It is the message conveyed from the writer to the reader.
- Characters are the people, animals and other figures who appear in the stories.
- Setting is a time, place and environment in which the characters and the events of the story are based.

- The moral is the moral, ethical or social lesson that the author intends to convey.
- Emotive language is the language chosen to communicate feelings or emotions in a reader or listener. These emotions can be positive as well as negative.
- In some stories, the narrator is one of the characters in the story. If this is the case, the story is said to be written in the First Person point of view.
- Sometimes, an author uses a narrator who is not a character in the story. This type of story is said to be written in third-person. This type of story may give readers insight into more than one characters.
- We use encyclopaedia to find accurate factual information on a wide range of topics.